



**City of Hermosa Beach**  
 1315 Valley Drive, Hermosa Beach, CA 90254  
 310.318-0203 - Fax 310.372-6186  
 Email: [lcastillo@hermosabch.org](mailto:lcastillo@hermosabch.org)



Received By: CC  
 Referred To: PW, Fin, CD  
 Date Referred: 6-26-17

## Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney—client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print): <u>Rebecca Katsura</u>		Email: <u>thatspeachykeen@gmail.com</u>	
Address:		Phone:	
City:		Fax:	

### Record or Document Requested:

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

See attached

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. *Accepted method of payment:* Cash or check. Credit card accepted in person only.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### For Departmental Use Only:

Action Requested:

☐ Review Only

☐ Copies Requested

Action Taken:

☐ Document Reviewed

☐ Copies Provided

☐ Refusal/Reason \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

☐ Non-Existent Document

☐ Other (Please Explain) \_\_\_\_\_

### For City Clerk's Use Only:

Date Requestor Notified \_\_\_\_\_

Notified By: \_\_\_\_\_

Date Picked Up or Mailed \_\_\_\_\_

## Lizanne Castillo

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**From:** Rebecca Katsura <thatspeachykeen@gmail.com>  
**Sent:** Monday, June 26, 2017 8:40 AM  
**To:** Lizanne Castillo  
**Cc:** Elaine Doerfling  
**Subject:** Re: Public Records Act Request - 1217 11th Pl.

Dear Mr. Castillo,

I would like to amend my request to also include public records on file with the Building and Planning Divisions.

Thank you,  
Rebecca

On Sat, Jun 24, 2017 at 2:51 PM, Rebecca Katsura <[thatspeachykeen@gmail.com](mailto:thatspeachykeen@gmail.com)> wrote:

> Dear Mr. Castillo,  
>  
> My name is Rebecca and I would like to submit a public records request concerning 1217 11th Place. The parcel # is 4161-025-015.  
>  
> At this time, would you please provide me with all public records/files maintained by the Public Works and Finance departments specific to either the aforementioned address or parcel number? Partially redacted records are acceptable. I am not requesting internal city emails/communications.  
>  
> I would like to request that electronic copies be sent to me via email if at all possible, if not, I am more than happy to come in person to inspect/review documents.  
>  
> I would also like to request a rolling production, in the instance that a small subset is readily available and does not require redactions.  
>  
> Please let me know if there's anything that I can clarify.  
>  
> Thanks,  
>  
> Rebecca

## Lizanne Castillo

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**From:** Rebecca Katsura <thatspeachykeen@gmail.com>  
**Sent:** Monday, June 26, 2017 8:44 AM  
**To:** Lizanne Castillo  
**Cc:** Elaine Doerfling  
**Subject:** Public Records Act Request - 1217 11th Pl.

Dear Mr. Castillo,

My name is Rebecca and I would like to submit a public records request concerning 1217 11th Place. The parcel # is 4161-025-015.

At this time, would you please also provide me with any blueprints or architectural or building plans that the City has on file? I just purchased the home from the previous owner.

I would like to request that electronic copies be sent to me via email if at all possible, if not, I am more than happy to come to City Hall to inspect/review the plans in person.

Please let me know if there's anything that I can clarify.

Thanks,

Rebecca